



**Billing Code: 4210-67**

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-7001-N-38]**

**30-Day Notice of Proposed Information Collection:**

**Congregate Housing Services Program**

**AGENCY:** Office of the Chief Information Officer, HUD.

**ACTION:** Notice.

**SUMMARY:** HUD submitted the proposed information collection requirement described below to the Office of Management and Budget (OMB) for review, in accordance with the Paperwork Reduction Act. The purpose of this notice is to allow for 30 days of public comment.

**DATES:** Comments Due Date: **[Insert date that is 30 days after the date of publication in the Federal Register.]**

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: HUD Desk Officer, Office of Management and Budget, New Executive Office Building, Washington, DC 20503; fax:202-395-5806, Email: [OIRA.Submission@omb.eop.gov](mailto:OIRA.Submission@omb.eop.gov)

**FOR FURTHER INFORMATION, CONTACT:** Inez C. Downs, Reports Management Officer, QMAC, Department of Housing and Urban Development, 451 7<sup>th</sup> Street, SW, Washington, DC 20410; e-mail [Inez.C.Downs@hud.gov](mailto:Inez.C.Downs@hud.gov), or telephone 202-402-8046. This is not a toll-free number. Person with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339.

Copies of available documents submitted to OMB may be obtained from Ms. Downs.

**SUPPLEMENTARY INFORMATION:** This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

The **Federal Register** notice that solicited public comment on the information collection for a period of 60 days was published on April 18, 2018 at 83 FR 17186.

#### **A. Overview of Information Collection**

Title of Information Collection: Congregate Housing Services Program.

OMB Approved Number: 2502-0485.

Type of Request: Extension of currently approved collection.

Form Number: SF-424, 425, HUD-90003, HUD-90006, HUD-90198, HUD-91180-A, HUD-91178-A.

Description of the need for the information and proposed use: Completion of the Annual Report by grantees provides HUD with essential information about whom the grant is serving and what sort of services the beneficiaries receive using grant funds.

The Summary Budget and the Annual Program Budget make up the budget of the grantee's annual extension request. Together the forms provide itemized expenses for anticipated program costs and a matrix of budgeted yearly costs. The budget forms show the services funded through the grant and demonstrate how matching funds, participant fees, and grant funds will be used in tandem to operate the grant program. Field staff approve the annual budget and request annual extension funds according to the budget. Field staff can also determine if grantees are meeting statutory and regulatory requirements through the evaluation of this budget.

HUD will use the Payment Voucher to monitor use of grant funds for eligible activities over the term of the grant. The Grantee may similarly use the Payment Voucher to track and record their requests for payment reimbursement for grant-funded activities.

Respondents: (i.e. affected public): Non-profit institutions.

Estimated Number of Respondents: 49.

Estimated Number of Responses: 392.

Frequency of Response: 8.

Average Hours per Response: 1.56.

Total Estimated Burdens: 611.52.

## **B. Solicitation of Public Comment**

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

- (1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- (2) The accuracy of the agency's estimate of the burden of the proposed collection of information;
- (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and
- (4) Ways to minimize the burden of the collection of information on those who are to respond: including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

**C. Authority:** Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35.

**Dated:** July 3, 2018

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Inez C. Downs  
Department Reports Management Officer  
Office of the Chief Information Officer

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[FR Doc. 2018-15129 Filed: 7/13/2018 8:45 am; Publication Date: 7/16/2018]